

## **Title I Targeting Key Information and Reminders**

The targeting forms will be completed online and tied directly to the consolidated application. This electronic process is called the Title I Targeting Report.

### Title I Targeting Report

District personnel will input data into parts 1-5 in the Targeting Report on STARS. The North Dakota Department of Public Instruction (NDDPI) Federal Title Programs staff will then review each report, generate a targeting spreadsheet with building allocations for the Title I funds, and email the spreadsheet back to the district. After the targeting spreadsheet has been finalized, district or school personnel can input building budgets electronically in the STARS Title I Targeting Report. These budgets will feed into the Title I budget on the STARS Consolidated Application.

The Title I Targeting Report contains the following sections:

- ✓ Parts 1-3  
Enter Title I Targeting information for every building within the district (Title I, non-Title I, and Private). The numbers reported on Worksheet G should be used to populate the private school section of parts 1-3.
- ✓ Part 4  
This tells the Office of Federal Title Programs the amount that each school district wants set aside or is required to set aside for administration, indirect cost, supplemental services, school choice, and other reservations before allocating funds to each building.
- ✓ Part 5  
This information helps the Office of Federal Title Programs more accurately complete the targeting spreadsheet based on district preferences. In particular, districts inform us which grade spans they would like to serve in this section.

### Private School Information

To begin the targeting process each year, school districts must send *Worksheet G – Private School Target Area Selection Data* (to all private schools within the district that indicated they wish to receive Title I services) to complete and return. This should be done immediately as school districts cannot proceed to the next step until this worksheet is complete.

- ✓ School districts need to decide which month they will use to report free and reduced data. The law allows districts to select any month during the current school year that would be most advantageous; however, districts must use the same month consistently to report the free and reduced data for all buildings. Indicate on the worksheet which month is being used for reporting purposes.

- ✓ School districts need to pre-populate the first two columns before sending the worksheet to each private school.

All districts must use Worksheet G to collect poverty information from each private school so that documentation exists to support the numbers reported to the department for auditing purposes.

#### 2016-2017 Allocations

The Estimated Federal Title Program Allocations will soon be disseminated and posted on the DPI website at: <https://www.nd.gov/dpi/SchoolStaff/fiscal/Allocations/>.

Please note that these are only estimated amounts and generally the final allocations vary some from these estimates.

The department anticipates having the final federal Title allocation amounts posted in May or June 2016. Once the final allocations have been determined, NDDPI can pre-populate the allocations into the Consolidated Application for Federal Title Programs. The final allocation chart will also include the approved indirect cost percentage for each school district for the 2016-2017 school year.

Although an initial spreadsheet outlining estimated building allocations is used to start the targeting process, once a final targeting spreadsheet has been signed, the targeting information and building budgets on STARS must be revised.

#### Submission of Title I Targeting Report

It is very important to remember not to click on "SUBMIT" until your targeting report is approved by the Office of Federal Title Programs staff. Instead, email Shauna Greff at [sfgreff@nd.gov](mailto:sfgreff@nd.gov) when parts 1-5 have been entered so we can generate a targeting spreadsheet for you to review.

Questions regarding the Title I targeting process can be directed to:

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